

TRIPURA**GAZETTE**

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**PART--I-- Orders and Notifications by the Government of Tripura,
 The High Court, Government Treasury etc.**

**GOVERNOR'S SECRETARIAT
 RAJ BHAVAN : AGARTALA
 PIN-799010.**

No.F. 2(1)-RB/RR/2020/2675-82

Dated, Agartala, the 27th November, 2020.

NOTIFICATION

In exercise of the powers conferred by the Proviso to the article 309 of the Constitution and in supersession of the existing recruitment rules for the post mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the post of 'Lower Division Assistant' (Group-C, Non-Gazetted) in the Governor's Secretariat and Household, Raj Bhavan, Agartala.

1. Short title & commencement-

- a) These rules may be called "The Recruitment Rules for the post of Lower Division Assistant(Group-C, Non-Gazetted) under Governor's Secretariat and Household, Raj Bhavan, Agartala, 2020"
- b) They shall come into force on and from the date of their publication in the Official Gazette.

2. The name of the post(s) shall be as specified in Column-I of the Schedule enclosed:**3. Number, classification and scale of pay,**

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in Columns 2 to 4 of the Schedule enclosed at Annexure-I.

4. Method of recruitment, age limit, qualification, etc:-

The method of recruitment to the said post, age limits qualifications and other matters relating to the said post shall be as specified in columns 5 to 14 of the said Schedule.

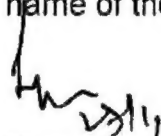
5. Disqualification :- No person-

- a) who has entered into or contracted a marriage with a person having spouse living.
 or
 - b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.
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Provided that the State Government may, if satisfied that such marriage is permissible under the Personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power to relax:-** Any of the provisions of these rules is relaxable at the discretion of the Governor of Tripura as specified in columns 14(ii) of the said Schedule.
7. **Repeal:-** Existing Recruitment Rules for the post of Lower Division Assistant of the Governor's Secretariat and Household, Raj Bhavan, Agartala hereby stand repealed with immediate effect and are replaced by this Recruitment Rules according to the Schedule at Annexure-I enclosed herewith.
8. **Savings:-** Nothing in these Rules shall affect reservations, relaxation of age limit & any other concessions required to be provided for ST/SC candidates and such other special categories of persons in accordance with order issue by the Central/State Govt. from time to time in this regard.

By order and in the name of the Governor


(S.R. Kumar)
Principal Secretary to the
Governor of Tripura

Annexure -I

SCHEDULE

No. F.2(1)-RB/RR/2020

**RECRUITMENT RULES FOR THE POST OF LOWER DIVISION ASSISTANT
IN THE GOVERNOR'S SECRETARIAT, RAJ BHAVAN, AGARTALA**

| | | | | | | | | |
|---|---|----|--|--|--------------------------|------------------------------------|---|--|
| 1. | Name of the post | :- | Lower Division Assistant | | | | | |
| 2. | Number of posts | :- | 4 (four) plus additional posts as and when created. | | | | | |
| 3. | Classification | :- | Group-C (Non- Gazetted) | | | | | |
| 4. | Scale of pay | :- | <table><tr><td>Pre-revised Scale of Pay</td><td>Corresponding revised scale of Pay</td></tr><tr><td>PB-2, Pay Band Scale Rs 5700-24000/- Grade payRs.2200/-</td><td>Cell- I of Level-7 of Tripura State Pay Matrix, 2018 (Tripura State Civil Services (Revised Pay) (First amendment Rules, 2018)</td></tr></table> Subject to revision by the Government from time to time. | | Pre-revised Scale of Pay | Corresponding revised scale of Pay | PB-2, Pay Band Scale Rs 5700-24000/- Grade payRs.2200/- | Cell- I of Level-7 of Tripura State Pay Matrix, 2018 (Tripura State Civil Services (Revised Pay) (First amendment Rules, 2018) |
| Pre-revised Scale of Pay | Corresponding revised scale of Pay | | | | | | | |
| PB-2, Pay Band Scale Rs 5700-24000/- Grade payRs.2200/- | Cell- I of Level-7 of Tripura State Pay Matrix, 2018 (Tripura State Civil Services (Revised Pay) (First amendment Rules, 2018) | | | | | | | |
| 5. | Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods | :- | <p>(i)20% by promotion and 80% by Direct Recruitment.</p> <p>(ii) By direct recruitment or on deputation from analogous post of the other Department of the State Government with approval of the Governor.</p> <p>(iii) (a) For direct recruitment selection will be through competitive examinations (written and interview followed by Type Test on Computer) to be conducted by the recruitment board to be constituted with the approval of the Hon'ble Governor or through TPSC, as per discretion of the Hon'ble Governor.</p> <p>(b) Interview/viva voce shall be not exceeding 15% of the Total Marks.</p> <p>(c) Syllabus:- Enclosed at Annexure-I (and as revised by the Government from time to time).</p> | | | | | |
| 6. | Age limit for direct recruitment | :- | 18 to 40 years, Upper age limit is relaxable by 5 yrs. In case of ST/SC/PwDs (PH)/Government servant candidates. | | | | | |
| 7. | Educational and other qualification required for direct recruitment | :- | <p>(i) Higher Secondary (10+2) or equivalent examination passed from any recognized Board/Institution.</p> <p>(ii)Having knowledge of operating Computer and proficiency in typing on Computer with Keyboard with an accurate speed of minimum 30(thirty) words in English per minute along with basic Computer Knowledge.</p> <p>ii)For selection to Bengali Typist minimum speed should be 25(twenty-five) words in Bengali per minute on Computer with Key-board. along with basic Computer Knowledge.</p> | | | | | |

| | | | |
|-----|--|----|---|
| | | | <p>Desirable:- Having knowledge of Bengali/Kokboroi</p> <p>Note:-</p> <p>(a) Prescribed Type-test should be conducted on Computer with Key Board and not in manual type writer machine.</p> <p>(b) Type test on computer shall be qualifying in nature and it carries no Marks. All categories candidates shall be recruited even if they do not initially qualify in the Type Test on Computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 6 (six) months at the end of which they should be tested again in Typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment.</p> <p>(c) Exemption for Persons with Disabilities :-</p> <p>Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Medical Board or by a Registered Govt. Medical Officer should be exempted from typing qualification and Type Test.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion | :- | <p>Age :- As per item No.6 above.</p> <p>Qualification :- Yes (as per Item No.7 above).</p> |
| 9. | Whether Selection post or Non- Selection post | :- | <p>For Direct recruitment :- Selection (As per Item No. 5 (ii) above)</p> <p>For Promotion :- Non- selection</p> |
| 10. | Period of probation, if any | :- | 2(two) years. |
| 11. | In case of recruitment by promotion/ transfer on deputation, grades from which promotion/transfer on deputation is to be made. | :- | From the post of Group-D employee having requisite educational and other qualification as prescribed under Item No. 7 above, with at least 5(five) years experiences in this grade. (respective departments shall indicate the nomenclature of the feeder posts of the department itself here) |
| 12. | If a DPC exists, what is its composition | :- | Group-C, DPC |
| 13. | Circumstances in which TPSC is to be consulted while making recruitment. | :- | As per discretion of the Hon'ble Governor. |
| 14. | Savings | :- | <p>Nothing in those rules shall affect reservations and other concessions required to be provided for ST/SC candidates and such other special categories of persons in accordance with order issue by the Central/State Govt. from time to time in this regard.</p> <p>(ii) Any of the provisions of these rules is relaxable at the discretion of the Governor of Tripura.</p> |
| 15. | Repeal | :- | The Recruitment Rules for the aforementioned posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules. |

Annexure- II(Syllabus for LDA Grade)

No. F.2(1)-RB/RR/2020

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS

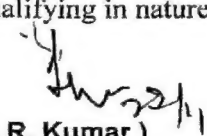
| Subjects | Syllabus | Full Marks | Time |
|--|---|------------|---------------|
| <u>Paper – I</u> <u>English</u> | <u>Report Writing or Essay, Translation in to English from Bengali, Summary /Precies Writing (Descriptive Type/Conventional Exam.)</u> | 40 | 2 (two) hours |
| | Use of appropriate preposition and Articles, Correction of sentences, Common Phrases Synonyms & Antonyms. (OMR based MCQ Type) | 30 | |
| <u>Paper – II</u> General Knowledge & Current Affairs. | (i)Matter of common experience and current events and problems with special reference to India and World, helping the development of curiosity and interest among the youths. | 100 | 2 (two) hours |
| Interview | Personal qualities of the candidates e.g., Intellectual ability, Interest in current affairs etc. | 30 | |

(a) Primary Merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for Interview. Number of candidates (category wise) qualified in the written examination shall be called for Interview in the following ratio subject to attaining of minimum qualifying marks in the written examination (35% for UR candidates and 30% for reserved candidates).

| Number of candidate(s) to be selected | Number of candidates to be called for Interview (category wise) |
|---------------------------------------|---|
| 01 (one) | 05 (five) candidates (1: 5) |
| 02 (two) | 08(eight) candidates (1:4) |
| 03 (three) and above | 3(three) times the number of vacancies (1:3) |

Note :- Candidates scoring marks equal to that of the last candidate so selected for the Interview will also be called for Interview.

(b) Final Merit list will be prepared by adding the marks obtained in the written examination and Interview. In no case a candidate will be called for Interview unless he/she appears in all papers of the written exam. If a candidate remains absent in Interview or/and Type Test his/her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on Computer. The Type Test shall be qualifying in nature and it carries no marks.


(S.R. Kumar)
Principal Secretary to
the Governor of Tripura